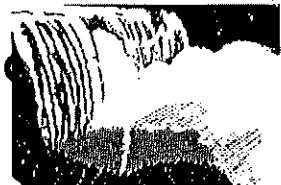


THE MUNICIPAL CIVIL SERVICE COMMISSION



NIAGARA FALLS, NEW YORK

ANNOUNCES AN EXAMINATION FOR

Room 14 City Hall

Phone 716-286-4313

<http://www.niagarafallsusa.org>

CHIEF OF OUTSIDE INFRASTRUCTURE

NIAGARA FALLS WATER BOARD

SALARY RANGE: \$73,304-\$95,878 PER YEAR

EXAM: #70016310 PROM

APPLICATION FEE: \$30.00 A **NON-REFUNDABLE** application fee must accompany your application and is required for each exam for which you apply. **DO NOT USE CASH.** Make check or money order payable to the City Controller and write the examination number on your check or money order. **AS NO REFUND WILL BE MADE,** you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

EXAMINATION DATE:

November 1, 2025

FIRST DAY FOR FILING

Wednesday August 20, 2025 – 8:00 AM

LAST DAY FOR FILING

Tuesday September 30, 2025 at 3:00 PM

FILING FOR THE EXAM: Applications can be filed in person at Niagara Falls City Hall, 745 Main St., Room 14 or by mail. Tie scores are broken and ranked on the eligible list by a totally random method as recommended by the NYS Department of Civil Service. The method that will be used is the last four digits of social security number.

1. PREFERENCE IN APPOINTMENT WILL BE GIVEN TO CANDIDATES IN THE DEPARTMENT IN WHICH THE VACANCY EXISTS.

An incomplete application will be disapproved. List your current or most recent position first and then any experience that qualifies you for the minimum qualifications of the position sought. To receive credit for experience on a job, all information requested on the application must be shown. Be very specific in explaining experience that qualifies you for the position sought. Ambiguity and vagueness will not be resolved in your favor. A RESUME WILL NOT BE ACCEPTED. ALL EXPERIENCE MUST BE ON OUR APPLICATION OR ADDITIONAL EXPERIENCE FORM. Unless otherwise specified, experience will be interpreted to mean "**PAID EXPERIENCE**" only. Part-time paid work experience will be accepted based on its full-time equivalent. If a degree or special license is required, a copy must be submitted with application.

DISTINGUISHING FEATURES OF THE CLASS: Supervises planning, maintenance, construction repair, and installation of the NFWB's water distribution and wastewater collection systems and oversees meter shop. This includes the development and carrying out of orders and plans for the cleaning, construction and maintenance of water distribution, sanitary and storm sewers, the maintenance and operation of lift stations and regulators; and coordinating the repair, replacement, reading, and calibration of large and residential water meters. This position is also responsible for aspects of planning and maintaining the Water Boards heavy construction equipment and passenger vehicle fleet. General supervision is received from the Executive Director, Director of Infrastructure Operations or Superintendent as applicable with considerable latitude for independent judgement in the direction of Collection and Distribution division, planning of work and deployment of work crews.

TYPICAL WORK ACTIVITIES: Supervises planning, maintenance, repair and construction of the water distribution and wastewater collection systems;

Supervises the sterilization of water mains and tanks;

Interprets engineering plans and specifications for the construction and maintenance of new and old water and wastewater apparatuses;

Supervises in the installation and repair of mains, catch basins, manholes, valves, hydrants and other water distribution and wastewater collection fixtures;

Oversees meter shop operations to verify accuracy and timely meter readings are completed;

Ensures procedures are developed and implemented to verify the regular calibration, testing and repair of water meters;

Assists in identifying and developing capital projects and developing capital budget;

Calculates and prepares budget requests and ensures expenditures within budget appropriations for areas of responsibility, including for personnel and equipment needs;

Develops maintenance schedules, identifies vendors, helps develop specifications, and supervises assignment of passenger vehicles and heavy construction equipment;

Recommends or administers disciplinary actions when warranted;

Instructs employees in safe work practices and regarding operation of tools and machinery where appropriate;

Recommends the requisition of necessary material tools, equipment and supplies;

Investigates breakdowns in the water distribution and wastewater collection systems;

Investigates claims against the NFWB and assists managers and attorneys in resolving claims;

Responds to emergencies, including after hours and determines course of action in emergency situations;

Consults with superiors on technical problems;

Works with engineers and contractors to develop effective solutions and support customer needs

See Reverse Side for General Instructions

GENERAL INSTRUCTIONS TO CANDIDATES

(Please read carefully)

1. **COMPLETION OF APPLICATION** - A regular application form must be filed for each exam. The applicant should make sure that every question is answered and that the application is complete in all respects. An incomplete application may be disapproved.
2. **VETERAN AND DISABLED VETERAN CREDITS** - Forms for claiming point credits as Veteran and/or Disabled Veteran must be filed with application. Evidence of military discharge (form DD-214) must be presented with this form. You will be allowed the option of waiving these credits after the completion of the examination. For the purpose of claiming veterans credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:
 - World War II - December 7, 1941 to and including December 31, 1946**
 - Korean War - June 27, 1950 to and including January 31, 1955**
 - Southeast Asia Hostilities - February 28, 1961 to May 7, 1975 (Starting date changed per Chapter 179 of Laws of 2006)
 - Lebanon* - June 1, 1983 - December 1, 1987**
 - Grenada* - October 23, 1983 - November 21, 1983**
 - Panama* - December 20, 1989 - January 31, 1990**
 - Persian Gulf - August 2, 1990 to the end of such hostilities (not yet determined)**
 - U. S. Public Health Service - July 29, 1945 to September 2, 1945 or June 26, 1950 to July 3, 1952

*Credit for Lebanon, Grenada, and Panama will be limited to those who received the armed forces expeditionary medal, the navy expeditionary medal, or the marine corps expeditionary medal.

Disabled Veterans must have been disabled in the actual performance of duty in any war and have a disability rated at 10% or more that exists at the time of application or promotion. (See Veterans Form for additional information.)
3. **MILITARY MAKE-UP** - Special test arrangements are available for active military members.
4. **SPECIAL TEST ARRANGEMENTS** - Most written tests are held on Saturdays. If you cannot take the test on this day due to a conflict with a religious observance or practice and/or need special accommodations due to a disability, indicate this on your application form.
5. **INVESTIGATION OF CANDIDATES** - Inquiries may be made as to character and ability, and all statements made by candidates in their applications are subject to verification.
6. **ADMISSION NOTICES** - The Commission will notify all candidates of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of examination. **If you have not received notification of acceptance or rejection or information as to where to appear for the exam by the Wednesday before the exam date, contact this office at 716-286-4327.**
7. **PASSING MARK** - The passing grade in each announced subject of an examination is 70.
8. **INTERVIEWS** - As an aid in rating training and experience, interviews may be required at a later date.
9. **DEGREES AWARDED FROM EDUCATIONAL INSTITUTIONS OUTSIDE OF US OR TERRITORIES:** Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices and/or your high school diploma must be equivalent to one awarded in the U.S. If your high school diploma, degree and/or college credit was awarded by an educational institution outside of the U.S. and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.
10. **APPLYING FOR CIVIL SERVICE EXAMS ON THE SAME DATE IN MULTIPLE JURISDICTIONS:**
 - A) If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling (518) 474-6470 or toll-free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date and notify the Niagara Falls Civil Service Commission in writing, preferably prior to the last date for filing for the exam, but in no case less than two weeks prior to the exam date.
 - B) If you have applied for other local government exams, you must contact each jurisdiction as instructed. The City of Niagara Falls requires a written request no later than two weeks before the date of the exams. You must notify all jurisdictions at which test site you wish to take your exam(s). For more information regarding this policy, call 286-4430/286-4313.
11. In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive exam for original appointment in the same municipality in which his/her parent has served. The parent is deemed to have served in a municipality if he/she was employed by or worked primarily in that municipality. If you are qualified to participate in this exam and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.
12. **RATING OF EXAMS** The written exam is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of New York State Civil Service Rules and Regulations dealing with the rating of exams will be applicable to this written exam.
13. In accordance with Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the City of Niagara Falls does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, marital status or national origin.

MINIMUM QUALIFICATIONS

CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS ON OR BEFORE THE DATE OF THE WRITTEN EXAM:

PROMOTIONAL:

Eligibility to Take Examination:

Graduation from High School or high school equivalency diploma and ten (10) years of full time work experience in a water distribution or wastewater collection system. This experience must include at least four (4) years in a responsible supervisory capacity OR

Successful completion of a NYS Department of Labor registered apprenticeship program in any of the following trades: construction manager, operator, engineer (any NYS registered program), plumber (any NYS registered program including Plumber and Pipefitter or Plumber and Steamfitter), project manager, skilled construction craft laborer, water systems operation specialist, PLUS eight (8) years of full time work experience in a water distribution or wastewater collection system. This experience must include at least four (4) years in a responsible supervisory capacity OR

Graduation from a regionally accredited or NYS Board of Regents accredited college or university with an Associates Degree in construction management, project management, civil engineering, construction, heavy equipment operations, or a closely related field and eight (8) years of full time work experience in a water distribution or wastewater collection system. This experience must include at least four (4) years in a responsible supervisory capacity OR

Graduation from a regionally accredited or NYS Board of Regents accredited college or university with a Bachelors Degree in construction management, project management, civil engineering, construction, heavy equipment operations, or a closely related field and six (6) years of full time work experience in a water distribution or wastewater collection system. This experience must include at least four (4) years in a responsible supervisory capacity.

SPECIAL REQUIREMENT:

Must possess and maintain a valid drivers license and a NYS Level D Distribution System Certification.

Scopes / Subjects of examination: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

Water distribution systems and fire hydrants

These questions test for knowledge of the proper methods, materials, and equipment used in the installation, testing, repair, and operation of waterlines, fire hydrants, and related appurtenances, including trenching and safety practices.

Water distribution system planning, design, and testing, including related elementary hydraulics

These questions test for knowledge of the proper evaluation of water supply needs, the ability to plan and design water supply systems using basic waterline flow and pumping concepts and computations, and knowledge of the proper procedures to use to test and maintain the quality of the water and the integrity of the water supply system.

Understanding and interpreting technical information and construction and site plans

These questions test for the ability to read, analyze, and perform computations based on written technical presentations and technical drawings related to water and/or sewer line systems. All the information needed to answer the questions will be presented in the written material and/or drawings.

Scheduling work and equipment

These questions test for knowledge of work scheduling principles and for the ability to arrange work and equipment assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include setting up vacation and work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.

Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other

organizational sections.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

CALCULATOR STATEMENT: CALCULATORS ARE RECOMMENDED.

UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. CELLULAR PHONE CALCULATORS, DEVICES WITH TYPEWRITER KEYBOARDS, "SPELL CHECKERS," "PERSONAL DIGITAL ASSISTANTS," "ADDRESS BOOKS," "LANGUAGE TRANSLATORS," "DICTIONARIES," OR ANY SIMILAR DEVICES ARE PROHIBITED. YOU MAY NOT BRING BOOKS OR OTHER REFERENCE MATERIALS.
